

# Design Review Comprehensive Sign Program/Heritage Sign Plan or Amendment Administrative

Submit Application  
via [OneStopShop](#)

[See Planning Division's Published Project Review Timelines](#)

## Administrative Completeness

*Follow the checklist provided*

Accepted

Returned

1<sup>st</sup> Review

Missing Information Provided

Accepted

Returned for  
Corrections

Accepted

Withdraw  
Submittal

Subsequent Submittals

Accepted

Returned for  
Corrections

Public Hearing may be required

**Notice of Decision**

Inactive cases  
are closed after 180  
days

\*\*The Planning Manager may refer any application to the Planning Commission / Design Review Board / Redevelopment Commission for action.\*\*

# **Design Review Comprehensive Sign Program/Heritage Sign Plan or Amendment Administrative**

- **Comprehensive Sign Program:**
  - Required for all projects not located within the Heritage Village Center zoning district and consisting of multi-tenant buildings, non-residential complexes with multiple buildings, or large-scale mixed-use developments;
  - Provides design compatibility for all signs and integrates sign design with the architecture of the buildings;.
  - Sets forth the design standards including, but not limited to sign types, placement, size, design, colors, materials, textures, and method of illumination;.
  - May be approved administratively by Planning staff
- **Heritage Sign Plan:**
  - Sets forth the design standards including, but not limited to sign types, placement, size, design, colors, materials, textures and method of illumination within the Heritage Village Center;
  - May be approved administratively by Planning staff as long as the plan complies with all of the requirements set forth in Article 4.4 Sign Regulations of the Land Development Code;
  - Projecting Roof Signs in the Heritage Village Center require approval at a public hearing of the Redevelopment Commission.
- Amendments to a Comprehensive Sign Program, Heritage Sign Plan or a Master Sign Plan may be approved administratively where such changes have little or no visual impact and are consistent with the intent of the original approval.
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)

## Design Review Comprehensive Sign Program/ Heritage Sign Plan or Amendment Administrative

### Submittal Formatting, Required Materials and Checklist:

- ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
- ☐ **Purge** images of unnecessary blocks and layers (single layer).
- ☐ **Save each exhibit as a separate PDF per document naming below.**

### Document Naming:

- ☐ Exhibit 1: Property Owner Authorization
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Site Plan/Sign Key Map
- ☐ Exhibit 5: Sign Details
- ☐ Exhibit 6: Materials/Color Board
- ☐ Exhibit 7: Letter from Architectural Review Committee, Property Owner's Association/  
Home Owner's Association (if applicable)

### Checklist

#### ☐ Exhibit 1: Property Owner Authorization

- ☐ Signed Letter of Authorization from property owner.

#### ☐ Exhibit 2: Project Narrative

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- ☐ Describe proposed project;
- ☐ For an amendment, describe the proposed changes;
- ☐ Complete description of request addressing the evaluation criteria of placement, quantity, size, design features/materials and development standards.

#### ☐ Exhibit 3: Parcel /Aerial Map

- ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
- ☐ Aerial with Parcel Boundary.

#### ☐ Exhibit 4: Site Plan/Sign Key Map

##### Wall Mounted Signs

- ☐ Vicinity Map with the site and major streets noted;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Project data table: existing zoning on site and net site area;
- ☐ Building footprints with dimensions from property lines;
- ☐ Placement of existing and proposed signs;
- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
- ☐ Adjacent lot lines and/or structures within 300 feet;

##### Freestanding Signs

- ☐ Number of proposed freestanding signs;

- ☐ Placement of existing and proposed freestanding signs indicating required and proposed separation distances;
- ☐ Dimension location of required and proposed building setbacks and required and proposed sign setbacks;
- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;

☐ **Exhibit 5: Sign Details**

**Wall Mounted Signs**

- ☐ Graphic scale and exterior dimensions of building(s);
- ☐ Number of proposed wall mounted signs;
- ☐ Accurate building elevation showing sign envelope placement including key such as maximum height of signs, maximum dimensions of signs, distance from finished floor to bottom on sign envelope;
- ☐ Method of mounting and illumination;
- ☐ Dimension width of individual suites;
- ☐ Dimensions of signs including sign area calculations and sign area

**Freestanding Signs**

- ☐ Scale and exterior dimensions of sign including sign area calculation;
- ☐ Number of proposed freestanding signs and height of proposed freestanding signs;
- ☐ Number of sign faces;
- ☐ Method of illumination;
- ☐ Scaled elevations; and
- ☐ Proposed frequency and method of change for changeable message signs

☐ **Exhibit 6: Color and Materials Board**

- ☐ Color & Material Board with samples of materials (including glazing) and colors noting manufacturer name, product ID/Name.

☐ **Exhibit 7: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association (if applicable)**

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.